



**Position Title**            **Assistant Branch Administrator**

**Location**                    Calgary Eau Claire Branch

**Reporting To**              Branch Management

**Job ID**                        CGY - 009

**Position Overview**

The Assistant Branch Administrator role is to provide administrative support to the Branch Management Team and to display a professional manner when dealing with the investment advisors, their team members and clients. ***Candidate must be IIROC (IR) licensed at minimum as they will be assisting with compliance related reviews.***

**Duties and Responsibilities**

- Review KYCs/related documentation for completeness
- Support Branch Management with branch compliance supervision
- Assist with basic IT troubleshooting/setups
- Administer the branch house accounts
- Back up and support for cage duties

**Qualifications**

- Proficient in English, oral and written
- Proficient with Microsoft Office Suite
- Strong understanding of IIROC and Security Regulations
- Organizational skills and ability to prioritize
- Autonomy, initiative and attention to detail
- Excellent phone and e-mail etiquette
- Ability to work efficiently, multi task and maintain professionalism in a high-pressure environment
- Experience in the financial sector
- Previous experience in an ABA role or as a Sr. Sales assistant would be asset

**Education**

- Currently or previously licensed as an IR/RR Representative
- Canadian Securities Course (CSC)
- Conduct and Practices Handbook (CPH)
- Investment Representative Training (IRT)

If you are not eligible for IIROC licensing and do not have industry experience your application will not be considered.